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by COB
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25 January 1957

MEMORANDUM FOR: CIA Library Consultant Panel

SUBJECT: Specialized Library Needs of CIA

1. The CIA Library provides all forms of Library service to CIA research components; provides many services to operational and administrative units of the Agency; provides limited services throughout the intelligence community and in a few instances to non-intelligence library users.

2. The basic services to CIA research components might be compared to those of any large research library. However, the subject fields in which service must be provided are as varied as in all but a few of the larger reference libraries. Demands are insistent that the service be prompt, complete, and authoritative, although these criteria are not of equal importance in every instance. Moreover, at times, the service must be on a "crash" emergency basis. In addition, CIA has a major problem in the tremendous flow of documents (cables, report, etc.) which libraries normally do not have to face in such proportions. These problems include speedy processing and proper indexing for subsequent recall of the information.

3. Library support to operational and administrative units frequently raises the problem of masking the interests of CIA. Procurement and accounting procedures must sometimes be modified, and recall of detailed information may be required for operational background in many areas where detailed research is not normally undertaken.

4. The attached statements indicate some of the specialized library needs of the individual offices and an outline terms of reference for your inquiry.

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Chairman
Library Survey Committee

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